

STONESTREET GREEN SOLAR COMMUNITY LIAISON PANEL

TERMS OF REFERENCE

1. INTRODUCTION

- 1.1. This document has been prepared by Evolution Power Limited¹ (the Developer) as a statement of its intention to establish a Community Liaison Panel (CLP) for Stonestreet Green Solar (SGS). The Developer is proposing to apply for a development consent order (DCO) for SGS pursuant to the Planning Act 2008.
- 1.2. This document sets out the purpose and objectives of the CLP and general matters of the membership, operation and communications of the CLP.

2. PURPOSE OF THE CLP

- 2.1. The main purpose of the CLP is to facilitate communication, share information and engage in balanced discussions about the application and subsequent examination of SGS and keep the local community informed about all pertinent aspects of the development.
- 2.2. All discussions of the CLP will be undertaken without prejudice to peoples' positions with respect to the proposed development.
- 2.3. The CLP's remit will include discussions regarding project benefits and impacts, construction activities, screening, biodiversity improvements, footpaths and the potential funding and uses of the community benefit fund.

3. OBJECTIVES OF THE CLP

- 3.1. The CLP will be established to provide a communication channel between the Developer and local stakeholders during the planning phase of SGS, and through subsequent construction and operation. The Developer or its appointed representative will inform members of the CLP of the various stages and elements of the project.

¹ The applicant will be EPL 001 Limited (company number 12444050), which is a wholly-owned subsidiary of Evolution Power Limited.

3.2. The objectives of the CLP are to provide:

- a forum for the Developer to inform representatives of the local community of the benefits, impacts, timescales and progress of the project;
- a forum for local residents to discuss any aspects of the project;
- an opportunity to inform interested parties of any changes to the project during the pre-application phase;
- an opportunity for CLP members to ask questions and gain a better understanding of the technology, construction and operation of the project; and
- a better understanding for the Developer of local concerns to allow it to consider how these could be potentially mitigated.

3.3. It is hoped that members of the group will become knowledgeable about the project and will report back as appropriate to the people they represent.

4. MEMBERSHIP OF THE CLP

4.1. It is proposed that the CLP will comprise a panel of representatives from each of the following organisations/bodies:

- the Developer;
- four local residents;
- two representatives from Aldington Parish Council;
- five local Borough Councillors (three from Ashford Borough Council and two from Folkestone & Hythe District Council);
- the two local Kent County Councillors; and
- two representatives from local community groups (including one from Save Aldington Campaign).

4.2. The Developer may revise the composition of the panel from time to time if considered necessary.

4.3. The Developer will formally invite the elected representatives. Members of the local community will be invited to apply to join the CLP as part of the Developer's communications, and four residents will be selected by the Developer to join the CLP. Where any of the invited individuals are unable to attend a meeting of the CLP, the Developer will seek to temporarily co-opt into the group another suitable individual as nominated by the absentee.

4.4. Invitations to members will be made by the Developer at least four weeks before the first meeting.

4.5. From time to time the CLP may invite other specialist individuals to attend meetings of the CLP including the Environment Agency.

5. OPERATION AND CONDUCT OF THE CLP

- 5.1. **Frequency of meetings:** It is proposed that the CLP will meet on a regular basis to coincide with key stages of the DCO application, for example following the end of the non-statutory public consultation period; prior to the start of the statutory consultation period; prior to the DCO application being submitted; during the acceptance and pre-examination stages, and prior to and post the examination stage. Further meetings of the CLP can be agreed upon as appropriate following the end of the decision stage.
- 5.2. **Venue and timings:** It is proposed that the 'in person' meetings of the CLP will be held at a local venue to be determined by the Developer. Meetings will be held on a weekday, between 6pm and 8pm.
- 5.3. **Chairperson:** The meetings will be independently facilitated by a Chairperson nominated by the Developer. The Chairperson will plan the way that the meetings are run and suggest an agenda based on their understanding of what the group has requested and what is feasible to cover in the agreed time.
- 5.4. **Cost and responsibility:** The cost and responsibility of administration of the CLP, the preparation and distribution of agendas and minutes, and venue hire for meetings will be the responsibility of the Developer. CLP members will be expected to provide their time free of charge.
- 5.5. **Topics:** The topics discussed at meetings will as a minimum include:
- approval of the minutes of the previous meeting;
 - new matters arising since the previous meeting;
 - an update on progress on the DCO application;
 - anything else of notable interest which the Developer wishes to raise;
 - any matters tabled by CLP members in advance; and
 - a general discussion about SGS by all members.
- Only matters relating directly to the SGS project shall be discussed at the meetings.

6. COMMUNICATIONS

- 6.1. **Agendas:** Agendas will be circulated in advance of each meeting to the CLP panel. Members of the CLP may submit comments and questions to be raised during the meeting by contacting the Developer (via the freephone information line **08081 698335** or emailing info@stonestreetgreensolar.co.uk or the Chairperson when appointed.
- 6.2. **Minutes:** Minutes will be circulated to members within four weeks of the date of a liaison meeting having taken place. Local administration and recording and distribution of the minutes is to be undertaken by the Developer who will make the necessary logistical arrangements for the CLP.

- 6.3. **Behaviour at meetings:** For the CLP to be successful members must conduct themselves with mutual respect. Rules of behaviour include as a minimum:
- mobiles off when in the meeting;
 - No recordings of the meeting;
 - one person speaks at a time in the meeting;
 - constructive engagement by all parties, respecting alternate viewpoints; and
 - during the presentations, make a note of your questions and ask at the end.
- 6.4. **Public access:** The meetings will not be open to the press, public or additional representatives from the group representatives. The only communications to be issued to the press by CLP members will be the CLP agenda and minutes and only as directed by the Chairperson. Agendas and minutes will be placed on the Developer's website (www.stonestreetgreensolar.co.uk) for public viewing.
- 6.5. **Dissemination of information:** Members are expected to discuss the issues raised at the meetings with others and bring their views to the meetings. This is part of their responsibility as representatives of other people in the community.